



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

January 14, 2003

## GENERAL LETTER NO. 10-Q-AP-1

ISSUED BY: Bureau of Collections, Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter (letter), **ADMINISTRATIVE REVIEW AND ADJUSTMENT APPENDIX**, , Title page, new; Contents (pages 1 and 2), new; and pages 1 through 83, new; and the following forms:

- 470-0204 *Financial Statement*, new
- 470-0413 *Obligor Insurance Questionnaire*, new
- 470/1916 *Order for Income Withholding*, new
- 470-2640 *Child Support Guidelines Worksheet*, new
- 470-2744 *NPA Medical Support Questionnaire*, new
- 470-2748 *PA Medical Support Questionnaire*, new
- 470-2749 *Request to Modify a Child Support Order*, new
- 470-2788 *Role of the Child Support Recovery Attorney*, new
- 470/2819 *What You Should Know About Immediate Income*, new
- 470-2870 *Foster Care Financial Statement*, new
- 470-3181 *Directions for Service and Return of Service for Service in Iowa*, new
- 470-3251 *Review Request Acknowledgement*, new
- 470-3252 *Waiver of Personal Service and Acceptance of Review and Adjustment Notice*, new
- 470-3253 *Notice of Intent to Review and Adjust a Child Support Obligation*, new
- 470-3254 *Waiver of Pre-Review Waiting Period for Review and Adjustment Appendix*, new
- 470-3256 *Notice of Withdrawal Request (252H)*, new
- 470-3257 *Request to Continue Review (252H)*, new
- 470-3258 *Results of Withdrawal Request (252H)*, new
- 470-3259 *Notice of Decision to Review and Adjust a Support Obligation*, new
- 470-3260 *Revised Notice of Decision to Review and Adjust a Support Obligation*, new
- 470-3261 *Waiver of Post-Review Waiting Period for Review and Adjustment (252H)*, new

470-3262	<i>Acknowledgment of Challenge to Review and Adjust a Support Obligation (252H), new</i>
470-3263	<i>Notice of Second Review of a Child Support Obligation (252H), new</i>
470-3264	<i>Second Notice of Decision to Review and Adjust a Child Support Obligation (252H), new</i>
470-3266	<i>252H Approval Order – Administrative Modification of a Child Support Obligation, new</i>
470-3267	<i>Administrative Modification Order Cover Letter to Clerk of Court, new</i>
470-3268	<i>Cover Letter – Administrative Order for Modification – Multiple Orders, new</i>
470-3270	<i>Request for a Chapter 252H Hearing for Modification of a Child Support Order and Certification of Matter to District Court, new</i>
470-3324	<i>Third Party Case Status Report, new</i>
470-3325	<i>Out of State Directions for Service and Out of State Return of Service, new</i>
470-3358	<i>Reconciliation of Multiple Orders Worksheet, new</i>
470-3369	<i>Court Hearing Status Report, new</i>
470-3503	<i>252H Administrative Order for Adjustment of a Support Obligation, new</i>
470-3504	<i>252H Judicial Order for Adjustment of a Support Obligation, new</i>
470-3655	<i>Important Information About Accepting the Service of Process, new</i>
470-3656	<i>§ 915.20A Affidavit Regarding Return of Service, new</i>
470-3657	<i>Application for § 915.20A Order for Nondisclosure, new</i>
470-3658	<i>§ 915.20A Order for Nondisclosure, new</i>
470-3665	<i>Information Sheet for Sheriffs and Private Process Servers, new</i>
COMM. 85	<i>Procedures for Modifying Child Support Obligations: Review and Adjustment, Administrative Modification, Cost-of-Living Alteration, new</i>

## **Summary**

The appendix describes the forms used in the administrative review and adjustment process. The appendix includes the following:

- ◆ Flowcharts
- ◆ System-generated forms pertinent to informing parties of the review process.
- ◆ A brief description of the purpose for each form used in the review process.
- ◆ Instructions for generating and completing the form.
- ◆ The distribution of the form.

**Effective Date**

Immediately

**Material Superseded**

None

**Additional Information**

Refer questions about this general letter to your regional collections administrator.



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

January 27, 2004

## GENERAL LETTER NO. 10-Q-AP-2

ISSUED BY: Bureau of Collections,  
Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter Q, **ADMINISTRATIVE REVIEW AND ADJUSTMENT APPENDIX**, Comm. 85, *Procedures for Modifying Child Support Obligations: Review and Adjustment, Administrative Modification, Cost-of-Living Alteration*, corrected.

### Summary

This letter transmits a corrected version of Comm. 85.

### Effective Date

Upon receipt

### Material Superseded

Remove from Employees' Manual, Title 10, Chapter Q-Appendix, Comm. 85 (six pages), dated 4/02, and destroy it

### Additional Information

Refer questions about this general letter to your regional collections administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 1, 2005

GENERAL LETTER NO. 10-Q-AP-3

ISSUED BY: Bureau of Collections
Division of Child Support Recovery, Case Management and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter Q, ADMINISTRATIVE REVIEW AND
ADJUSTMENT APPENDIX, Contents (page 1), revised; pages 21 and 22,
revised; and the following form:

470-2819 What You Should Know About Immediate Income Withholding,
revised

Summary

This chapter is revised to update both the form number and the form 470-2819, What You Should
Know About Immediate Income Withholding, and to add clarification on when to distribute the
form to parties.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 10, Chapter Q, Appendix, and
destroy them:

Table with 2 columns: Page, Date. Rows include Contents (page 1), 470-2819, 21, 22 with corresponding dates.

Additional Information

Refer questions about this general letter to your regional collections administrator.

May 7, 2021

**GENERAL LETTER NO. 10-Q-AP-4**

ISSUED BY: Bureau of Collections, Division of Field Management

SUBJECT: Employees' Manual, Title 10, Chapter Q, **Administrative Review And Adjustment Appendix**, Title page, Contents 1, Contents 2, 1-20, 21 and 22, 23-81, revised; 82-83, removed. and the following forms:

- 470-0413 *Obligor Insurance Questionnaire, **deleted***
- 470/1916 *Order for Income Withholding, **deleted***
- 470-2744 *NPA Medical Support Questionnaire, **deleted***
- 470-2748 *PA Medical Support Questionnaire, **deleted***
- 470-2749 *Request to Modify a Child Support Order, revised*
- 470-2788 *Role of the Child Support Recovery Attorney, **deleted***
- 470-2819 *What You Should Know about Immediate Income Withholding, **deleted***
- 470-3181 *Directions for Service and Return of Service, revised*
- 470-3251 *Review Request Acknowledgement, revised*
- 470-3252 *Waiver of Personal Service and Acceptance of Review and Adjustment Notice, revised*
- 470-3253 *Notice of Intent to Review and Adjust a Child Support Obligation, revised*
- 470-3254 *Waiver of Pre-Review Waiting Period for Review and Adjustment, revised*
- 470-3256 *Notice of Withdrawal Request (252H), revised*
- 470-3257 *Request to Continue Review (252H), revised*
- 470-3258 *Results of Withdrawal Request (252H), revised*
- 470-3259 *Notice of Decision to Review and Adjust a Support Obligation, revised*
- 470-3260 *Revised Notice of Decision to Review and Adjust a Support Obligation, revised*
- 470-3261 *Waiver of Post-Review Waiting Period for Review and Adjustment (252H), revised*
- 470-3262 *Acknowledgment of Challenge to Review and Adjust a Support Obligation (252H), revised*
- 470-3263 *Notice of a Second Review of a Child Support Obligation (252H), revised*
- 470-3264 *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H), revised*
- 470-3266 *252H Approval Order—Administrative Modification of a Child Support Obligation, revised*
- 470-3267 *Administrative Modification Order Cover Letter to Clerk of Court, revised*

470-3268	<i>Cover Letter—Administrative Order for Modification—Multiple Orders, revised</i>
470-3270	<i>Request for a Chapter 252H Hearing for Modification of a Child Support Order and Certification of Matter to District Court, revised</i>
470-3324	<i>Third Party Case Status Report, revised</i>
470-3325	<i>Out of State Directions for Service and Out of State Return of Service, revised</i>
470-3358	<i>Reconciliation of Multiple Orders Worksheet, revised</i>
470-3369	<i>Court Hearing Status Report, revised</i>
470-3503	<i>252H Administrative Order for Adjustment of a Support Obligation, revised</i>
470-3504	<i>252H Judicial Order for Adjustment of a Support Obligation, revised</i>
470-3655	<i>Important Information About Accepting Service of Process, revised</i>
470-3656	<i>§ 915.20A Affidavit Regarding Return of Service, revised</i>
470-3657	<i>Application for § 915.20A Order for Nondisclosure, revised</i>
470-3658	<i>§ 915.20A Order for Nondisclosure, revised</i>
470-3665	<i>Information Sheet for Sheriffs and Private Process Servers, revised</i>
470-3910	<i>Cover Letter for Orders, new</i>
470-4084	<i>Child Support Declaration, new</i>
470-4209	<i>Affidavit of Service by Certified Mail, new</i>
470-4480	<i>Affidavit of Service by U.S. Regular Mail, new</i>
470-5328	<i>Consent to Jurisdiction, new</i>
Comm. 85	<i>Procedures for Modifying Child Support Obligations: Review and Adjustment Administrative Modification Cost-of-Living Alteration, revised</i>

## **Summary**

The Chapter 10-Q Appendix is revised to:

- ◆ Update existing forms.
- ◆ Update the use of obligor and obligee to payor and payee.
- ◆ Reflect the Department's current manual standards.
- ◆ Remove forms that are no longer used in the administrative modification process.
- ◆ Add new forms for the administrative modification process.

## **Effective Date**

Text effective upon receipt.

Note that many forms were added to 10-Q Appendix, and so their revision date remains the same as their previous significant revision, and not necessarily May 7, 2021. Consult the Forms Metadata List for most current revision information.

## Material Superseded

This material replaces the following pages from Employees' Manual, Title 10, Chapter Q Appendix:

<u>Page</u>	<u>Date</u>
Title	January 14, 2003
Contents 1	April 1, 2005
Contents 2	January 14, 2003
1-20	January 14, 2003
21 and 22	April 1, 2005
23-83	January 14, 2003
470-2749	07/15
470-3181	04/17
470-3251	01/03
470-3252	01/03
470-3253	01/03
470-3254	01/03
470-3256	01/03
470-3257	01/03
470-3258	01/03
470-3259	01/03
470-3260	01/03
470-3261	01/03
470-3262	01/03
470-3263	01/03
470-3264	01/03
470-3266	01/03
470-3267	01/03
470-3268	01/03
470-3270	01/03
470-3324	01/03
470-3325	02/18
470-3358	01/02
470-3369	01/03
470-3503	01/03
470-3504	01/03
470-3655	10/18
470-3656	01/03
470-3657	01/03
470-3658	01/03
470-3665	01/03
470-3910	08/19
470-4084	12/10
470-4209	07/05
470-4480	07/07
470-5328	04/15
Comm. 085	07/13

## Additional Information

Refer questions about this general letter to your regional collections administrator.



May 27, 2022

## **GENERAL LETTER NO. 10-Q-AP-5**

ISSUED BY: Bureau of Collections  
Division of Field Management

SUBJECT: Employees' Manual, Title 10, Chapter Q Appendix, **Administrative Review and Adjustment Appendix**, forms revised.

### **Summary**

This chapter is revised to update the following forms, which were revised in other systems but not yet included in a General Letter:

470-0204, *Financial Statement*

470-2640, *Child Support Guidelines Worksheet*

470-2870, *Foster Care Financial Statement*

470-3253, *Notice of Intent to Review & Adjust a Child Support Obligation*

470-3259, *Notice of Decision to Review and Adjust a Child Support Obligation*

470-3260, *Revised Notice of Decision to Review & Adjust a Support Obligation*

470-3263, *Notice of a Second Review of a Child Support Obligation (252H)*

470-3264, *Second Notice of Decision to Review and Adjust a Child Support Obligation (252H)*

470-3266, *252H Approval Order - Administrative Modification of a Child Support Obligation*

470-3503, *252H Administrative Order for Adjustment of a Support Obligation*

470-3504, *252H Judicial order for Adjustment of a Support Obligation*

470-5328, *Consent to Jurisdiction*

### **Effective Date**

Forms effective date of revision present on form..

### **Material Superseded**

Remove the following pages from Employees' Manual, Title 10, Chapter Q Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-0204	01/18
470-2640	01/18
470-2870	01/18
470-3253	10/20

470-3259	10/20
470-3260	10/20
470-3263	10/20
470-3264	10/20
470-3266	10/20
470-3503	10/20
470-3504	10/20
470-5328	10/20

**Additional Information**

Refer questions about this general letter to your regional collections administrator.

August 19, 2022

## **GENERAL LETTER NO. 10-Q-AP-6**

ISSUED BY: Bureau of Collections  
Division of Field Management

SUBJECT: Employees' Manual, Title 10, Chapter Q Appendix, **Administrative Review and Adjustment Appendix**, page 17, revised, and forms, revised.

470-3503, *252H Administrative Order for Adjustment of a Support Obligation*, revised

470-3504, *252H Judicial Order for Adjustment of a Support Obligation*, revised

### **Summary**

This chapter is revised to

- ◆ Update language in form 470-3503 and 470-3504. Those changes include:
  - Adding new language to list the reasonable cost amount in the findings section when a parent consents to provide accessible health care coverage above reasonable cost.
  - Adding the words "(if any)" to statement #7 in the decretal section, when it is not a Foster Care order.
  - Adding the words "hearing regarding" to the first paragraph in form 470-3504 to clarify who requested the hearing.
- ◆ Update the instructions for required entries when generating form 470-3504.

### **Effective Date**

Upon receipt.

### **Material Superseded**

Remove the following pages from Employees' Manual, Title 10, Chapter Q Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
17	May 7, 2021
470-3503	01/22
470-3504	01/22

### **Additional Information**

Refer questions about this general letter to your regional collections administrator.